



*FY 2009
Allocatee Transaction Level Report: Data Point
Guidance*

CIIS 7.0

September 10, 2009

TABLE OF CONTENTS

FY 2009 ALLOCATEE TRANSACTION LEVEL REPORT: DATA POINT GUIDANCE.....	1
WHICH LOANS AND INVESTMENTS TO INCLUDE IN THE TLR	1
QUICKSTART INSTRUCTIONS	1
TLR “PROJECT” GUIDANCE	2
ADDITIONAL CIIS 7.0 CHANGES	2
UNDERSTANDING THE DATA POINT BOXES.....	3
PROJECT & FINANCIAL NOTE IDENTIFIERS.....	6
FINANCIAL NOTES DATA	6
FINANCIAL NOTE DATA POINTS: TERMS.....	6
FINANCIAL NOTE DATA POINTS: BETTER RATES & TERMS	15
FINANCIAL NOTE DATA POINTS: REPORTING PERIOD ACTIVITY	21
PROJECT DATA	28
PROJECT DATA POINTS: TOTAL PROJECT COST	28
PROJECT DATA POINTS: UNDERWRITING CRITERIA	28
PROJECT DATA POINTS: INVESTEE PROFILE	29
ADDRESSES	33
PROJECT DATA POINTS: INVESTEE ADDRESS	35
PROJECT DATA POINTS: PROJECT ADDRESS	36
PROJECT DATA POINTS: OUTCOMES.....	37
PROJECT DATA POINTS: NMTC PROGRAM CRITERIA.....	43
PROJECT DATA POINTS: BETTER RATES & TERMS	44
PROJECT DATA POINTS: AREAS OF HIGHER DISTRESS	49

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

This document provides guidance for the Allocatee's Fiscal Year (FY) 2009 Transaction Level Report (TLR) data points.

The FY 2009 version of CIIS is CIIS 7.0

Which Loans and Investments to Include in the TLR

The reporting period for the FY 2009 TLR is the Allocatee's fiscal year ending in 2009. The TLR should include any loans, investments, and advance purchase commitments made by the Allocatee and any Sub-Allocatee(s) that were:

- Funded by Qualified Equity Investments (QEIs) and
- Outstanding at any time during the reporting period.

Include:

- Transactions that were submitted in the previous reporting period with a Transaction Status = "Active";
- Loans to and Investments in other CDEs;
- Loans to and investments in Qualified Active Low-Income Community Businesses (QALICBs); and
- Advance Purchase Commitments (categorized and reported as "QALICBs" in the TLR).

If the Allocatee is providing a loan to or an investment in another CDE, report the details of both the loan to or investment in the CDE as well as the details of the resulting funding to a QALICB(s). In other words, for each investment in a CDE, the Allocatee must report a minimum of two transactions: (1) The investment in the CDE and (2) the resulting loan or investment in the QALICB(s). The two transactions may occur during different reporting periods.

Exclude (the following are reported in the Institution Level Report (ILR)):

- Loan purchases (except advance purchase commitments);
- Financial Counseling and Other Services (FCOS); and
- Transfers of Allocation to Sub-Allocatee(s).

All data must be reported as of the reporting period end date unless otherwise noted.

Some of the TLR data points are not static from reporting period-to-reporting period (Disbursements, Principal Balance Outstanding, etc.). The appropriate response may change from day-to-day in the CDE's system. Please respond "as of" the reporting period end date.

For example, for each loan, report the principal balance outstanding and number of days delinquent on the last day of the reporting period.

QuickStart Instructions

The new "QuickStart" Instructions include basic information about CIIS 7.0 in an Excel spreadsheet. The QuickStart contains summary information that users can sort by topic. Definitions for the columns can be found on the second worksheet. The QuickStart identifies the following for all CIIS 7.0 data points:

- New data points;
- Project v. Financial Note data points (see below);
- Mandatory data points;

- Conditionally required data points (including conditional requirements);
- Compliance data points;
- Data points that are specific to Transaction Type, Purpose, Borrower/Investee Type, QLICI Type, and Special Purpose Entities; and
- Special Instructions.

The QuickStart is a supplement to this guidance and are available at www.cdfifund.gov/what_we_do/ciis.asp.

TLR “Project” Guidance

Many Allocatees are financing single Projects with more than one Financial Note (e.g., loan, line of credit, or equity investment). Allocatees will now be able to report which Financial Notes belong to a single Project. The Fund requires that each Financial Note that finances a single project have the same:

- Borrower (indicated by Client ID);
- Investee Address;
- Project Address or set of Project Addresses; and
- Total Project Cost.

Financial Note vs. Project-Level Data Points

In CIIS 7.0, each data point is designated as either Financial Note-level data or Project-level data. This designation is noted in the following guidance.

Entering FINANCIAL NOTE Data

As in past years, users will be required to enter/upload every Financial Note and the pertinent Financial Note-level data in CIIS. Financial Notes are identified by the unique “Originator Transaction ID.”

Entering PROJECT Data

Users will enter/upload a “Project Number” for each Project. CIIS will require the user to associate one or more “Originator Transaction IDs” with each “Project Number.” The Project-level data will only need to be entered one time in CIIS for each Project, regardless of the number of associated Financial Notes. (Some organizations may have only one Financial Note for each Project.) The “TLR System Instructions” (www.cdfifund.gov/what_we_do/ciis.asp) provide more technical information regarding entering/uploading data.

Additional CIIS 7.0 Changes

New MANDATORY data points

The following data points are Mandatory for all Project-level data

Areas of Higher Distress:

- Counties for which the Federal Emergency Management Agency (FEMA) has (a) issued a “major disaster declaration” since July 15, 2005; and (b) made a determination that such County is eligible for both “individual and public assistance;” provided that, for areas not located within the GO Zone, the initial project investment was made within 24 months of the disaster declaration.

- Businesses certified by the Department of Commerce as eligible for assistance under the Trade Adjustment Assistance for Firms (TAA) Program

Changes to Existing Data Points

The Below Market Interest Rate Required under Allocation Agreement (Project) field in Better Rates & Terms section of the TLR was removed.

Understanding the Data Point Boxes

Example 1:

PRJ:	Related Entity		
BC	In accordance with section 3.2 of the Allocation Agreement, report "Yes" if the investee (entity receiving the financing) is a related entity. For more information on related entities, see question #37 found in "2009 NMTC Allocation Application Q & A Document" on the Fund's website. CDE Allocatees should refer to IRC § 267(b) and 707(b) (1) and consult their own tax advisors for more information about the definition of a related entity.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

Example 2:

Example 1:

N-I:	Interest Rate		
P	For each loan and line of credit, report the interest rate in effect at the reporting period end. If the Financial Note was paid off during the reporting period, report the interest rate at the time of the pay off. Enter the percentage as a whole number (e.g. if the Interest Rate is 2.0%, enter "2.0").		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none">• Term Loan• Line of Credit• Debt with Equity	
	Reject If:	Transaction Type = Equity Investment	
	Annual Update Required		
	Excel Data Format	Numeric (3 decimal places)	

Example 3:

PRJ:	Total Project Cost		
B	Report the total cost of the Project being financed. <ul style="list-style-type: none"> • Include all sources of financing • Include the CDE's portion of the financing. 		
	MANDATORY DATA FIELD		
	Validations:	<ul style="list-style-type: none"> • Total Project Cost >= Total Project Cost – Public Sources • Total Project Cost >= Total Project Cost Affiliates + Original Investment Amount • Total Project Cost >= (Total Project Cost – Public Sources) + (Total Project Cost - Affiliates & Related 	

		Programs) + Original Loan/Investment Amount
	Excel Data Format	Numeric

Financial Note-Level or Project-Level Data Points

- Data points that are collected on the Financial Note-level are located on the “Notes-Investments” sheet (indicated by “N-I” in the Excel Column) or the “Disbursements” sheet (indicated by “Disb” in the Excel Column) of the Excel Template.
- Data points that are collected on the Project-level are located on the “Project” sheet (indicated by “PRJ” in the Excel Column) or the “Address” sheet (indicated by “Add” in the Excel Column) of the Excel Template.

Excel Column

The Excel Column is found in the second row to the left of the Data Point Box. The Excel Column refers to the sheet and column where a data point is located in the Excel Template. The Excel Column is provided for referring, searching, and ordering data points.

- *Example 1: “Related Entity” data point is located at PRJ: BC, or Column BC of the “Project” sheet.*
- *Example 2: “Interest Rate” data point is located at N-I: P, or Column P of the “Notes-Investments” sheet.*

NEW

“NEW” appears below the Excel column for any data points that are new in CIIS 7.0.

Data Point Name

The Data Point Name is indicated in Bold in the first row of the data point box.


- *Example 1: Data Point Name is “Related Entity.”*

Guidance

Guidance for each data point is provided directly below the Data Point Name.

Mandatory, Conditionally Required, and Optional Data Fields

Mandatory data points must be reported for every Financial Note or Project. CIIS will not validate transactions that do not include the Mandatory data points.

- Mandatory data points are indicated by “MANDATORY DATA FIELD” and double bold borders around the Data Point Box (as in the *Example 1*).
- The Online entry system displays  next to Mandatory fields.

Conditionally Required If data points must be reported for a Financial Note or Project if the noted conditions apply.


- Conditionally Required If data points are indicated by “CONDITIONALLY REQUIRED IF” and a single bold border around the Data Point Box (as in *Example 2*).
- *Example 2: If the Transaction Type for the Financial Note is Term Loan, Line of Credit, or Debt with Equity, the user must provide a valid response to Interest Rate.*

Users are not required to provide responses for Optional data points. Optional data points are indicated by a single border around the data box (as in *Example 3*).

Compliance Data Points

Compliance data points may be used to measure the Allocatee’s compliance with their Allocation Agreement. Any field that may be used for compliance purposes for any Allocatee is

identified as a Compliance data point. Allocatees must refer to their specific Allocation Agreement(s) to determine if the data point is relevant to their CDE's compliance.

- Compliance data points are indicated by "COMPLIANCE" and blue shading (as in *Example 1*).
- The Online entry system displays a  next to Compliance fields.

Reject If

CIIS will generate an error message if a response is provided when a "Reject If" condition applies. "Reject If" is intended to eliminate responses that do not make sense: for example, providing an interest rate for an equity investment. When a "Reject If" condition applies, the user should leave the response blank.

- *Example 2:* If the Financial Note is an Equity Investment, CIIS will not accept an Interest Rate entry.

Validations

In order to certify and submit the TLR, the data must pass a number of validation rules. Validation rules are provided in the data boxes.

- *Example 3:* The Total Project Cost must be greater than or equal to the portion of the Total Project Cost provided by public sources.

Annual Update Required

CIIS requires users to update certain data points each year if they have changed since the previous reporting period. These data points are noted with "Annual Update Required" in a yellow box.

- *Example 2:* Users are expected to update the Interest Rate annually if the rate has changed from the end of the previous reporting period.

Excel Data Format

The Excel Data Format describes the required format to upload the Excel Template. In general, users should refer to the Excel Data Format to determine the type of data CIIS requires.

- *Example 2:* CIIS will accept numeric entries with up to six decimal places.

Crosswalk Values/ Definitions

The Crosswalk Values / Definitions provides the valid CIIS responses for data points that are not numeric or open-ended text.

- *Example 1:* "Yes" and "No" are valid responses. CIIS will accept the values of "YES" and "NO".
- XML and Excel uploads: Values will be indicated in the Crosswalk.
- Manual Entry: Values appear in the dropdown menus.

Project & Financial Note Identifiers

N-I: A	Submitter Transmission ID XML and Excel Template users may use the Submitter Transmission ID to distinguish multiple data files uploaded to CIIS. <ul style="list-style-type: none"> XML Interface - Include a value for the SubmitterTransmissionId attribute in the Transmission element. Excel Template - Report Submitter Transmission ID in the "Notes-Investments: A2" cell of the Excel template. Manual data entry – Submitter Transmission ID is not relevant.
	Excel Data Format MM/DD/YYYY#

PRJ: A	Project Number Assign a unique identifier to each Project. Project Number is used to link a Financial Note(s) to a distinct Project and to track Projects across reporting periods. <ul style="list-style-type: none"> In the Excel Template, Project Number is Mandatory on multiple worksheets: Notes-Investments: B and Addresses: A.
	MANDATORY DATA FIELD
	Validations: <ul style="list-style-type: none"> Each Project Number may only be used for one Project per reporting period. Allocatees MUST use the same Project Number for each reporting period that a particular Project is submitted.
	Excel Data Format Numeric (8 digits)

N-I: C	Originator Transaction ID Assign a unique identifier to each Financial Note. The Originator Transaction ID is typically a loan number or tracking number. The Originator Transaction ID is used to track Financial Notes across reporting periods. <ul style="list-style-type: none"> In the Excel Template, Originator Transaction ID is Mandatory on multiple worksheets: Notes-Investments: C and Disbursements: A.
	MANDATORY DATA FIELD
	Validations: <ul style="list-style-type: none"> Each Originator Transaction ID may only be used for one Financial Note per reporting period. Allocatees MUST use the same Originator Transaction ID for each reporting period that a particular Financial Note is submitted.
	Excel Data Format Text (20 characters)

Financial Notes Data

Financial Note Data Points: Terms

N-I: D	Date Originated Report the date that a legally binding note has been signed by the borrower/investee in favor of the lender/investor.
	MANDATORY DATA FIELD

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

	Reject If:	<ul style="list-style-type: none"> Date Originated > Date First Payment Due Date Originated > <i>Current Date</i>
	Excel Data Format	MM/DD/YYYY

N-I: E	Original Loan/Investment Amount Report the amount of the loan/investment. <ul style="list-style-type: none"> For equity investments, if an upward adjuster is used during the reporting period, update the Original Loan/Investment Amount. 	
	MANDATORY DATA FIELD	
	Reject If:	Purpose = Microenterprise, and Original Loan/Investment Amount > \$35,000
	Annual Update Required	
	Excel Data Format	Numeric

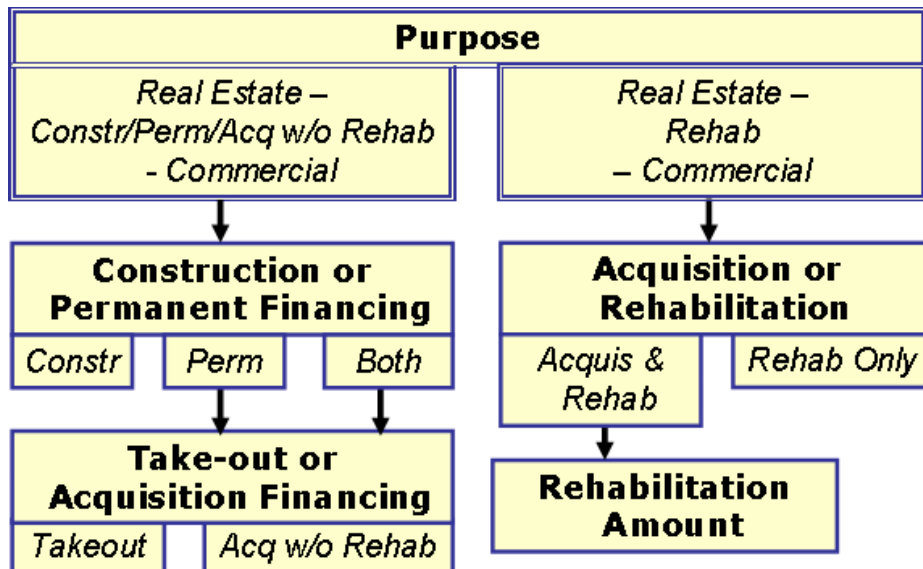
N-I: F	Refinancing Report whether the loan/investment is a new origination or a refinance of an existing loan/investment with QEI funds.		
	MANDATORY DATA FIELD		
	Crosswalk Values / Definitions	NEWORIGINATION	New Origination
		REFINANCEALLOC	Refinance of Allocatee (or Affiliate) Loan/Investment
		REFINANCEUNAFF	Refinance of Un-Affiliated Third Party Loan/Investment

N-I: G	Purpose Identify the primary purpose of the Financial Note. If there are multiple purposes (for example, a loan funding both the purchase of a fixed asset and a facility improvement), select the purpose with the largest percent of the transaction. Classify loans/investments in CDEs as "Other".		
	MANDATORY DATA FIELD		
	Crosswalk Values / Definitions	BUSINESS	Business <ul style="list-style-type: none"> Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
		MICRO	Microenterprise <ul style="list-style-type: none"> Financing to for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) and in an amount no more than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
		RECOCOM	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial <ul style="list-style-type: none"> Financial Note is for: 1) predevelopment

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

			financing; 2) construction or permanent financing; or 3) acquisition without rehabilitation of office, retail, manufacturing, or community facility space. <ul style="list-style-type: none"> • <i>Include</i> mixed-use real estate that combines both commercial and residential use.
		RECOMULTI	Real Estate – Construction–Housing–Multi Family <ul style="list-style-type: none"> • Financial Notes is for predevelopment financing, or construction of multifamily housing.
		RECOSINGLE	Real Estate – Construction–Housing–Single Family <ul style="list-style-type: none"> • Financial Note is for predevelopment financing, or construction of single family housing.
		RERHCOM	Real Estate–Rehabilitation–Commercial <ul style="list-style-type: none"> • Financing is to rehabilitate office, retail, manufacturing, or community facility space. Financial Note may include acquisition costs. • Include mixed-use real estate that combines both commercial and residential uses. • Exclude acquisitions without rehabilitation.
		RERHMULTI	Real Estate – Rehabilitation–Housing - Multi Family <ul style="list-style-type: none"> • Financing is to rehabilitate or acquire multifamily housing.
		RERHSINGLE	Real Estate – Rehabilitation – Housing -Single Family <ul style="list-style-type: none"> • Financing is to rehabilitate or acquire single family housing.
		OTHER	Other <ul style="list-style-type: none"> • Financial Note purpose does not match any of the purposes defined above.

Following is a diagram that shows the data points that must be completed if the purpose of the transaction is “Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial” or “Real Estate – Rehab – Commercial”.



N-I: H	Construction or Permanent Financing If the Financial Note is financing the construction or acquisition of a commercial real estate project, report whether the loan/investment is for construction or permanent financing.		
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial	
	Reject If:	Purpose NOT = Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial	
	Crosswalk Values / Definitions	CONSTRUCTION	Construction
		PERMANENT	Permanent
		BOTH	Both construction and permanent

N-I: I	Take-out or Acquisition Financing If the Financial Note provides permanent financing of commercial real estate project, report whether the loan/investment is for take-out or acquisition financing.		
	CONDITIONALLY REQUIRED IF:	Construction or Permanent Financing = <ul style="list-style-type: none"> Permanent financing Both construction and permanent 	
	Reject If:	Construction or Permanent Financing = Construction	
	Crosswalk Values / Definitions	TAKEOUT	Take-out financing
		ACQUISITION	Acquisition without rehabilitation

N-I: J	Acquisition or Rehabilitation If the Financial Note is financing the rehabilitation of a commercial real estate project, report whether the loan/investment includes financing for the acquisition of the property.		
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate – Rehab – Commercial	
	Crosswalk Values / Definitions	ACQUISITIONREHAB	Acquisition and rehabilitation
		REHABILITATION	Rehabilitation only

N-I: K	Rehabilitation Amount If the Financial Note is financing an acquisition and rehabilitation of a commercial property, report the portion (in dollars) of the Original Loan/Investment Amount that was used for the rehabilitation. • <i>Exclude</i> leveraged dollars.		
	CONDITIONALLY REQUIRED IF:	Acquisition or Rehabilitation = Acquisition and rehabilitation	
	Reject If:	<ul style="list-style-type: none"> Acquisition or Rehabilitation = Rehabilitation only Acquisition or Rehabilitation = Acquisition and Rehabilitation AND Rehabilitation Amount = 0 	
	Excel Data Format	Numeric	

N-I: L	Origination Fees Report the total origination fees, including processing, credit report, and other fees. These are fees paid by the CDE or QALICB, not fees paid by the QEI investor. Include fees for the particular Financial Note reported. • <i>Exclude</i> Points		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> Term Loan Line of Credit Debt with Equity 	
	Reject If:	Origination Fees > Original Loan/Investment Amount	
	Excel Data Format	Numeric (2 decimal places)	

N-I: M	Use of Origination Fees If Origination Fees is greater than 0, report the use of origination fees for the Financial Note.		
	CONDITIONALLY REQUIRED IF:	Origination Fees > 0 and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	OPCOSTS	Allocatee's Operating Costs
		OTHERCDE	Other CDE's Operating Costs
		PARENT	Parent's Operating Costs
		COMACTIVITY	Community Development Activities
		OTHER	Other

N-I: N	Transaction Type Report the type of transaction or Financial Note.		
	MANDATORY DATA FIELD		
	Crosswalk Values / Definitions	TERM	Term Loan
		EQTYINV	Equity Investment

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

		LOC	Line of Credit
		DEBTEQTY	Debt with Equity
		OTHER	Other

N-I: O	Interest Rate at Origination For each loan and line of credit, report the interest rate in effect at origination of the loan. Enter the percentage as a whole number (e.g. if the Interest Rate at Origination is 2.0%, enter "2.0").		
	CONDITIONALLY REQUIRED IF:	Date Originated is > 12/31/05 AND Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	
	Excel Data Format	Numeric (3 decimal places)	

N-I: P	Interest Rate For each loan and line of credit, report the interest rate in effect at the reporting period end. If the Financial Note was paid off during the reporting period, report the interest rate at the time of the pay off. Enter the percentage as a whole number (e.g. if the Interest Rate is 2.0%, enter “2.0”).	
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none">• Term Loan• Line of Credit• Debt with Equity
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric (3 decimal places)

N-I: Q	Interest Type For each loan and line of credit, report the type of interest.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	
	Crosswalk Values / Definitions	FIXED	Fixed
		ADJ	Adjustable

N-I: R	Points If applicable, report the points charged to the borrower at origination. (Points are upfront fees, separate from interest, but designed to increase the overall yield to the lender.) One point is one percent of the total principal amount of the loan. Report the points as a percentage of the original loan amount. Include points for the particular Financial Note reported.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	

	Excel Data Format	Numeric (3 decimal places)
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N-I: S	Amortization Type For each loan and line of credit, report how the Financial Note is amortized.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> Term Loan Line of Credit Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	
	Crosswalk Values / Definitions	FULLAMORT	Fully Amortized <ul style="list-style-type: none"> Amortization schedule includes both interest and principal payments throughout the life of the loan.
		PARTAMORT	Partially Amortized <ul style="list-style-type: none"> Amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
		NONAMORT	Non-Amortizing <ul style="list-style-type: none"> Amortization schedule includes interest only payments with a single principal payment at maturity.
		OTHER	Other

N-I: T	Period of Interest Only Payments (in months) For each loan, report the number of interest only payments at the time of origination in months.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan
	Reject If:	Period of Interest Only Payments (in months) > Term
	Excel Data Format	Numeric

N-I: U	Term (in months) For each loan and line of credit, report the full term in months. Report the full term, not the remaining term. If the loan was restructured during the reporting period and the loan term changed, update the new loan term.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> Term Loan Line of Credit Debt with Equity
	Annual Update Required	
	Excel Data Format	Numeric

N-I: V	Date First Payment Due If applicable, report the date the first loan payment is due. <ul style="list-style-type: none"> Include interest only payments. 	
	Excel Data Format	MM/DD/YYYY

N-I: W	Guarantee For each loan and line of credit, if any portion of the loan is guaranteed, report the source. • <i>Exclude</i> performance guarantees.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	
	Crosswalk Values / Definitions	SBA	Small Business Administration (SBA)
		USDA	US Dept of Agriculture (USDA)
		OTHERGOV	Other Federal Government Source
		PERSONAL	Personal Guarantee
		OTHER	Other
		NONE	None

N-I: X	Lien Position For each loan and line of credit, report the CDE's lien position. • If no other lender has priority over the CDE in the case of default, the lien position is first. Report a loan with a shared first position as first. • If another lender receives priority in the case of a default, the lien position is second. • If more than one other lender receives priority, the lien position is "Other."		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Reject If:	Transaction Type = Equity Investment	
	Crosswalk Values / Definitions	FIRST	First
		SECOND	Second
		UNSECURED	Unsecured Debt
		OTHER	Other

N-I: Y	Collateral Type For each loan and line of credit, report the type of collateral pledged for the loan/investment. Collateral is an asset pledged to a lender until a loan is repaid. If more than one type of collateral was pledged, choose the option with the highest estimated value. Rents or leases pledged as collateral should be included as "Receivables."		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Crosswalk Values / Definitions	RE	Real Estate
		REOTHER	Other Real Estate
		VEH	Vehicle
		EQUIP	Equipment
		INVENTORY	Inventory
		REC	Receivables
		HOMEEQTY	Home Equity

		OTHER	Other
		NONE	None

N-I: Z	Collateral Value at Origination For each loan and line of credit, estimate the fair value of the collateral at the time of origination.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit • Debt with Equity 	
	Excel Data Format	Numeric	

N-I: AA	Equity-Like Features For debt with equity, report the type of equity-like feature. Equity-like features offer some upside potential above the return of principal and interest. The equity-like feature, or “kicker,” can be tied either to future revenues (royalties or participation agreements) or to equity (convertible debt or debt with warrants), or may include an interest rate that adjusts based on the borrower's performance. If the loan has more than one equity-like feature, choose the one appearing first in the loan agreement.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = Debt with Equity	
	Crosswalk Values / Definitions	NONE	None
		CONVDEBT	Convertible Debt <ul style="list-style-type: none"> • Loan agreement specifies an option to convert all or part of the loan amount to equity.
		PERFINT	Performance-Based Interest Rate <ul style="list-style-type: none"> • Loan's interest rate adjusts based on the borrower's performance.
		ROYALTIES	Royalties <ul style="list-style-type: none"> • Loan has a royalty participation that gives the investor the right to a percentage of the borrower's sales or profits.
		WARRANTS	Warrants <ul style="list-style-type: none"> • Loan agreement gives the investor the right to purchase the portfolio company's stock at a later date at a pre-negotiated price.
		OTHER	Other <ul style="list-style-type: none"> • Loan agreement specifies an equity-like feature not described above.

N-I: AB	Equity Injection Amount If applicable, report the equity injection amount provided by the investee/borrower. Equity injection is an underwriting mechanism used to help borrowers who lack collateral to qualify for a loan. The equity injection measures the amount of the borrower's own assets invested in the business. • <i>Include</i> both cash and non-cash injections. <i>Example 1:</i> Down payment for a purchase mortgage. <i>Example 2:</i> Value of machinery the borrower purchased for the financed project.		
	Excel Data Format	Numeric	

N-I: AC	Advance Purchase Commitment For financing to QALICBs, report whether the loan/investment is an advance purchase commitment. CIIS treats advance purchases the same as loans/investments in QALICBS if the CDE purchases the loan from the originator (whether or not the originator is a CDE) within 30 days after the date the originator makes the loan, and if at the time the loan was made, there is a legally enforceable written agreement between the originator and the CDE which -- (A) Requires the CDE to approve the making of the loan either directly or by imposing specific written loan underwriting criteria; and (B) Requires the CDE to purchase the loan within 30 days after the date the loan is made.)		
	CONDITIONALLY REQUIRED IF:	QLICI Type = QALICB	
	COMPLIANCE		
	Reject If:	QLICI Type = CDE	
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AD	Seller Organization If the Financial Note is an advance purchase, report the seller organization.	
	CONDITIONALLY REQUIRED IF:	Advance Purchase Commitment = YES
	COMPLIANCE	
	Reject If:	Advance Purchase Commitment = NO
	Excel Data Format	Text

Financial Note Data Points: Better Rates & Terms

N-I: AE	Equity Product In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note is an equity product.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Reject If:	Equity Product = YES AND Transaction Type = Term Loan or Line of Credit	
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AF	Equity-Equivalent Terms & Conditions In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note is has equity-equivalent terms and conditions.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AG	Debt with Equity Features In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note has debt with equity features.		
	MANDATORY DATA FIELD		
	Reject If:	Debt with Equity Features = YES AND Transaction Type = Term Loan or Line of Credit	
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AH	Subordinated Debt In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note is subordinated debt.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Reject If:	Subordinated Debt = YES AND Lien Position = FIRST	
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AI	Below Market Interest Rate at Origination In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note had a below market interest rate at origination.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AJ	Comparable Interest Rate at Origination If the Financial Note had a below market interest rate at origination, report the comparable market rate at origination that the Allocatee used to determine that the Financial Note had a below market interest rate. Enter the percentage as a whole number (e.g. if the Comparable Interest Rate at Origination is 2.0%, enter "2.0").		
	CONDITIONALLY REQUIRED IF:	Below Market Interest Rate at Origination = YES and Date Originated > 12/31/2005	
	Excel Data Format	Numeric (3 decimal places)	

N-I: AK	Below Market Interest Rate Required under Allocation Agreement (Financial Note) In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note was required to have a below market interest rate at origination.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Excel Data Options	YES	
		NO	
		NA	

N-I: AL	Below Market Interest Rate (Financial Note) Report whether the Financial Note had a below market interest rate at the end of the reporting period. <ul style="list-style-type: none"> Please note that this data point was called "Below Market Interest Rate" in previous versions of CIIS. 		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AM	What is Interest Rate Comparable? If the Financial Note has a below market interest rate, report the interest rate comparable at the end of the reporting period.		
	CONDITIONALLY REQUIRED IF:	Below Market Interest Rate (Financial Note) = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

N-I: AN	Interest Rate Comparable Other If What is Interest Rate Interest Rate Comparable? = Other, enter the Interest Rate Comparable.	
	CONDITIONALLY REQUIRED IF:	What is Interest Rate Interest Rate Comparable? = Other
	Excel Data Format	Text

N-I: AO	Lower than Standard Origination Fees (Financial Note) In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note has lower than standard origination fees. <ul style="list-style-type: none"> Please note that this data point was called "Lower than Standard Origination Fees" in previous versions of CIIS. 		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AP	What is Standard Origination Fees (Financial Note) Comparable? If the Financial Note has Lower than Standard Origination Fees, report the Standard Origination Fees.		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Origination Fees (Financial Note) = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

N-I: AQ	Standard Origination Fees (Financial Note) Comparable Other If What is Standard Origination Fees (Financial Note) Comparable? = Other, enter the Standard Origination Fees Comparable.	
	CONDITIONALLY REQUIRED IF:	What is Standard Origination Fees (Financial Note) Comparable? = Other
	Excel Data Format	Text

N-I: AR	Standard Origination Fees (Financial Note) If the Financial Note has lower than standard origination fees, report the comparable market origination fees that the Allocatee used as a benchmark to determine that the Financial Note has lower than standard origination fees.	
	CONDITIONALLY REQUIRED IF:	Lower than Standard Origination Fees (Financial Note) = YES
	Excel Data Format	Numeric

N-I: AS	Longer than Standard Period of Interest Only Payments In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note has a longer than standard period of interest only payments.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AT	Standard Period of Interest Only Payments (in months) If the Financial Note has a longer than standard period of interest only payments, report the comparable market period of interest only payments. Provide the benchmark period, in months, that the Allocatee used to determine that the Financial Note has a longer than standard period of interest only payments.		
	CONDITIONALLY REQUIRED IF:	Longer than Standard Period of Interest Only Payments = YES	
	Excel Data Format	Numeric	

N-I: AU	What is Standard Period of Interest Comparable? If the Financial Note has a Longer than Standard Period of Interest Only Payments, report the Standard Period of Interest Comparable.		
	CONDITIONALLY REQUIRED IF:	Longer than Standard Period of Interest Only Payments = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

N-I: AV	Standard Period of Interest Comparable Other If What is Standard Period of Interest Comparable? = Other, enter the Standard Period of Interest Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Standard Period of Interest Comparable? = Other	
	Excel Data Format	Text	

N-I: AW	Longer than Standard Amortization Period In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note has a longer than standard amortization period.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: AX	Standard Amortization Period (in months) If the Financial Note has a longer than standard amortization period, report the comparable market amortization period. Provide the benchmark period, in months, that the Allocatee used to determine that the Financial Note has a longer than standard amortization period.		
	CONDITIONALLY REQUIRED IF:	Longer than Standard Amortization Period = YES	
	Excel Data Format	Numeric	

N-I: AY	What is Standard Amortization Period Comparable? If the Financial Note has a Longer than Standard Amortization Period, report the Standard Amortization Period Comparable.		
	CONDITIONALLY REQUIRED IF:	Longer than Standard Amortization Period = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

N-I: AZ	Standard Amortization Period Comparable Other If What is Standard Amortization Period Comparable? = Other, enter the Standard Amortization Period Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Standard Amortization Period Comparable? = Other	
	Excel Data Format	Text	

N-I: BA	Nontraditional Forms of Collateral In accordance with Section 3.2 of the Allocation Agreement, report whether the Financial Note has a nontraditional forms of collateral.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

N-I: BB	Traditional Form of Collateral If the Financial Note has nontraditional forms of collateral, report the comparable market form of collateral that the Allocatee used as a benchmark to determine that the Financial Note has a nontraditional form of collateral.		
	CONDITIONALLY REQUIRED IF:	Nontraditional Forms of Collateral = YES	
	Crosswalk Values / Definitions	RE	Real Estate
		REOTHER	Other Real Estate
		VEH	Vehicle
		EQUIP	Equipment
		INVENTORY	Inventory
		REC	Receivables

		HOMEEQTY	Home Equity
		OTHER	Other
		NONE	None

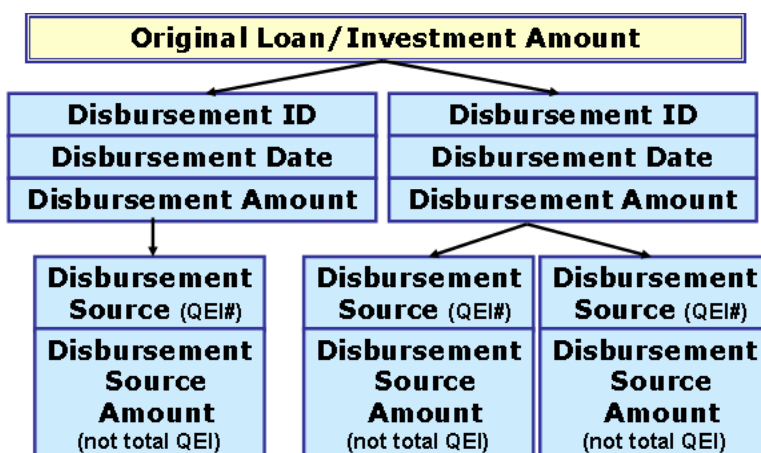
N-I: BC	What is Traditional Form of Collateral Comparable? If the Financial Note has a Nontraditional Form of Collateral, report the Traditional Form of Collateral Comparable.		
	CONDITIONALLY REQUIRED IF:	Nontraditional Forms of Collateral = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

N-I: BD	Traditional Form of Collateral Comparable Other If What is Traditional Form of Collateral Comparable? = Other, enter the Traditional Form of Collateral Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Traditional Form of Collateral Comparable? = Other	
	Excel Data Format	Text	

Financial Note Data Points: Reporting Period Activity

N-I: BE	Loan Status For each Financial Note, report the status of the loan/investment at the reporting period end. <ul style="list-style-type: none"> “Active” refers to a Financial Note that is on-the-books or open. “Closed in Good Standing” refers a loan or line of credit that is paid in full or an equity investment that has been exited. “Sold,” “Charged Off,” and “Refinanced” refers to a loan or line of credit that is off-the-books, but not paid in full. 		
	MANDATORY DATA FIELD		
	Annual Update Required		
	Crosswalk Values / Definitions	ACTIVE	Active
		CLOSED	Closed in Good Standing
		SOLD	Sold
		CHARGEDOFF	Charged Off
		REFIN	Refinanced

Following is a diagram that shows the organization of the disbursement data points.



DISB: B	Not Yet Disbursed / Projected QEI If the CDE has not disbursed any portion of the Financial Note, report the QEI(s) that is expected to fund Financial Note. If the CDE has disbursed any portion Financial Note, this data point must be left blank.	
	CONDITIONALLY REQUIRED IF:	Disbursement ID is NOT reported
	COMPLIANCE	
	Validations:	Reported QEIs must be valid QEIs for Allocatee in the Fund's Allocation Tracking System (ATS).
	Annual Update Required	
	Excel Data Format	Text

DISB: C	Disbursement ID Report a unique identifier (up to 4 digits) for each disbursement. If the Financial Note has more than one disbursement, report one Disbursement ID for each disbursement.	
	CONDITIONALLY REQUIRED IF:	Any portion of the Financial Note was disbursed by the end of the Reporting Period.
	COMPLIANCE	
	Annual Update Required	
	Excel Data Format	Numeric (4 digits)

DISB: D	Disbursement Date For each Disbursement ID, report the date disbursed. Users do not need to project a date for disbursements that are "Not Yet Disbursed".	
	CONDITIONALLY REQUIRED IF:	Any portion of the Financial Note was disbursed by the end of the Reporting Period.
	COMPLIANCE	
	Annual Update Required	
	Excel Data Format	MM/DD/YYYY

DISB: E	Total Disbursement Amount For each Disbursement ID, report the total disbursement amount. Users do not need to provide a disbursement amount for disbursements that are "Not Yet Disbursed".	
	CONDITIONALLY REQUIRED IF:	Any portion of the Financial Note was disbursed by the end of the Reporting Period.
	COMPLIANCE	
	Validations:	If: Transaction Type = <ul style="list-style-type: none"> • Term Loan • Equity Investment OR • Debt with Equity Then: Total Disbursement Amount(s) <= Original Loan/Investment Amount
	Annual Update Required	
	Excel Data Format	Numeric

DISB: F	Disbursement Source For each Disbursement ID, report the QEI that sourced (funded) the disbursement. <ul style="list-style-type: none"> • If the disbursement was not funded by a QEI report "Non-QEI". • If more than one QEI was used to fund the disbursement, report each QEI source. 	
	CONDITIONALLY REQUIRED IF:	Any portion of the Financial Note was disbursed by the end of the Reporting Period.
	COMPLIANCE	
	Validations:	Reported QEIs must be valid QEI for Allocatee in the Fund's Allocation Tracking System (ATS).
	Annual Update Required	
	Excel Data Format	Text

DISB: G	Source Amount For each Disbursement Source (QEI), report the portion (in dollars) of the QEI used to fund disbursement. The Source Amount is not necessarily the entire QEI amount. Rather, the Source Amount represents the amount of the QEI that was used to fund the particular disbursement.	
	CONDITIONALLY REQUIRED IF:	Any portion of the Financial Note was disbursed by the end of the Reporting Period.
	COMPLIANCE	
	Reject If:	Source Amount < 0
	Validations:	Total Source Amount(s) = Total Disbursement Amount(s)
	Annual Update Required	
	Excel Data Format	Numeric

Address Guidance

In prior releases address information was gathered at the Project Level only, but after the release of CIIS 6.0 address information is also collected at the disbursement level. When entering the disbursement address please keep the following in mind: the Disbursement Address refers to the location of the business or other real estate for which the loan or investment is being used.

QLICIs

Report Year	Project Number	Originator Transaction ID	Purpose	Transaction Type	Date Originated	Original Amount
2009	00000001	Example1	RECOCOM	TERM	09/30/2009	\$10,000,000.00

Project Address

Note: Disbursement amount at the address level should roll-up to the QLIC amount.

Report Year	Project Number	Project Street Address Line 1	Project City	Project State
2009	00000001	1st Fund St. NW	Washington	DC
2009	00000001	2nd Fund St. NW	Washington	DC
2009	00000001	3rd Fund St. NW	Washington	DC

Disbursement Address

Originator Transaction ID	Disbursement ID	Disbursement Date	Total Disbursement Amount	Disbursement Source	Source Amount	Disbursement Street Address Line 1	Disbursement City	Disbursement State
Example1	01	09/30/2009	\$4,000,000.00	00QE100000	\$3,000,000	1st Fund St. NW	Washington	DC
Example1				Non-QEI	\$1,000,000			
Example1	02	10/31/2009	\$1,000,000.00	00QE100000	\$1,000,000	3rd Fund St. NW	Washington	DC
Example1	03	11/30/2009	\$1,000,000.00	00QE100000	\$1,000,000	3rd Fund St. NW	Washington	DC
Example1	04	12/31/2009	\$4,000,000.00	00QE100000	\$4,000,000	2nd Fund St. NW	Washington	DC
					\$10,000,000			

For example, if you have different disbursement addresses in different counties, congressional districts, or other locations they must be reported separately. Also, if you have multiple disbursements though out the reporting year report them as ONE disbursement in the project address.

DISB: H	Disbursement Street Address Line 1 For each Disbursement ID report the first line of the street address.	
	CONDITIONALLY REQUIRED IF:	Disbursement ID is populated AND Date Originated > 12/31/07
	Reject If:	<ul style="list-style-type: none"> Post Office Boxes or Rural Routes are provided Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Text

DISB: I	Disbursement Street Address Line 2 For each Disbursement ID report the second line of the street address, if necessary.	
	Reject If:	<ul style="list-style-type: none"> Post Office Boxes or Rural Routes are provided Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Text

DISB: J	Disbursement City For each Disbursement ID report the city.	
	CONDITIONALLY REQUIRED IF:	Disbursement ID is populated AND Date Originated > 12/31/07
	Reject If:	Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Text

DISB: K	Disbursement State For each Disbursement ID report the two letter state abbreviation.	
	CONDITIONALLY REQUIRED IF:	Disbursement ID is populated AND Date Originated > 12/31/07
	Reject If:	Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Text

DISB: L	Disbursement Zip Code 5 For each Disbursement ID report the five digit zip code.	
	CONDITIONALLY REQUIRED IF:	Disbursement ID is populated AND Date Originated > 12/31/07
	Reject If:	Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Numeric

DISB: M	Disbursement Zip Code+4 For each Disbursement ID report the four digit zip code extension. To look up the four digit extension for any United States address, see the "Zip Code Lookup" function at www.usps.gov .	
	Reject If:	Not Yet Disbursed/Projected QEI ID is populated
	Excel Data Format	Numeric

	Disbursement FIPS Code For each Disbursement ID report the 11-digit FIPS code.	
	CONDITIONALLY REQUIRED IF:	CIIS is not able to geocode Disbursement Address.
	Excel Data Format	Numeric

N-I: BF	QLICI Level Report whether the Financial Note was funded with original QEI funds (QEI funds invested for the first time), a reinvestment of a repaid QLICI(s), or both.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Annual Update Required		
	Crosswalk Values / Definitions	ORIG	Original QEI funds

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

		REINVST	Reinvestment of repaid QLICs
		ORIGREIN	Both

N-I: BG	Principal Balance Outstanding For each loan and line of credit, report the principal balance outstanding at the end of the reporting period.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = <ul style="list-style-type: none">• Term Loan• Line of Credit OR• Debt with Equity
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric

N-I: BH	Days Delinquent For each loan and line of credit, report the number of days that a required loan payment is past due at the reporting period end. If a borrower made a partial payment on the due date but still owes any part of the payment, report that payment as past due.		
	Reject If:	Transaction Type = Equity Investment	
	Annual Update Required		
	Excel Data Format	Numeric	

N-I: BI	Number of Times 60 Days or More Delinquent Report the number of times the loan has been 60 days or more delinquent during the life of the loan.		
	Reject If:	Transaction Type = Equity Investment	
	Annual Update Required		
	Excel Data Format	Numeric	

N-I: BJ	Number of Times the Loan was Restructured For each loan and line of credit, report the number of times the loan was restructured during the life of the loan. Restructured refers to a change to the original terms of the loan (i.e., amount, interest rate or type, term, or payment schedule). Restructuring amends the original loan agreement, but does not pay it off.	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

N-I: BK	Amount Charged Off If applicable, report the amount charged off during the reporting period.	
	Reject If:	Transaction Type = Equity Investment OR Loan Status = Active
	Annual Update Required	
	Excel Data Format	Numeric

N-I: BL	Amount Recovered If applicable, report the amount recovered during the reporting period.	
	Reject If:	Transaction Type = Equity Investment OR Loan Status = Active
	Annual Update Required	
	Excel Data Format	Numeric

N-I: BM	Fair Value at End of Reporting Period For equity investments, report the estimated fair value of the Financial Note at the reporting period end.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Equity Investment
	Reject If:	Transaction Type = <ul style="list-style-type: none"> • Term Loan • Line of Credit
	Annual Update Required	
	Excel Data Format	Numeric, "Don't Know", or Not Applicable

N-I: BN	Projected Internal Rate of Return For equity investments, report the projected internal rate of return at the reporting period end.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Equity Investment AND Date Originated is > 12/31/2005
	Reject If:	Transaction Type = Term Loan or Line of Credit
	Excel Data Format	Numeric (3 decimals)

N-I: BO	Projected Grant to QALICB If applicable, report the amount of any equity or debt investment which may remain invested in the QALICB as a result of a put, call or other arrangement.	
	Excel Data Format	Numeric

Project Data

Project Data Points: Total Project Cost

PRJ: B	Total Project Cost Report the total cost of the Project being financed. <ul style="list-style-type: none"> • <i>Include</i> all sources of financing • <i>Include</i> the CDE's portion of the financing. 	
	MANDATORY DATA FIELD	
	Validations:	<ul style="list-style-type: none"> • Total Project Cost >= Total Project Cost – Public Sources • Total Project Cost >= Total Project Cost Affiliates + Original Investment Amount • Total Project Cost >= (Total Project Cost – Public Sources) + (Total Project Cost - Affiliates & Related Programs) + Original Loan/Investment Amount
	Excel Data Format	Numeric

PRJ: C	Total Project Cost – Public Sources Report the portion (in dollars) of the Total Project Cost provided by public sources. <ul style="list-style-type: none"> • <i>Include</i> federal, state, and local government funds. • <i>Exclude</i> foundation grants. • <i>Exclude</i> NMTC funds. 	
	Excel Data Format	Numeric

PRJ: D	Total Project Cost – Affiliates & Related Program Report the portion (in dollars) of the Total Project Cost provided by the CDE's affiliates and related programs.	
	Excel Data Format	Numeric

Project Data Points: Underwriting Criteria

PRJ: E	Loan-to-Value Ratio If the Financial Note(s) in this Project include one or more loans, report the loan-to-value ratio at origination for the total Project. <ul style="list-style-type: none"> • Enter the percentage as a whole number (e.g. if the LTV is 125%, enter "125"). 	
	CONDITIONALLY REQUIRED IF:	Project contains one or more Financial Notes with Transaction Type = Term Loan
	Excel Data Format	Numeric (3 decimal places)

PRJ: F	Debt Service Coverage Ratio If the Financial Note(s) in this Project include one or more loans, report the debt service coverage ratio at origination for the total Project. <ul style="list-style-type: none"> • Enter the percentage as a whole number (e.g. if the DSC is 100%, enter "100"). 	
	CONDITIONALLY REQUIRED IF:	Project contains one or more Financial Notes with

		Transaction Type = Term Loan
	Excel Data Format	Numeric (3 decimal places)

PRJ: G	Loan Loss Reserve Requirement If the Financial Note(s) in this Project include one or more loans, report the loan loss reserve requirement for the total Project. Enter the percentage as a whole number (e.g. if the LLR requirement is 5%, enter "5").	
	CONDITIONALLY REQUIRED IF:	Project contains one or more Financial Notes with Transaction Type = Term Loan
	Excel Data Format	Numeric

Project Data Points: Investee Profile

Investee (Borrower) Guidance

- If the QALICB is a real estate developer, the Investee is the developer.
- If the QALICB is an operating business (non-real estate), the Investee is the business.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, the Investee is the parent business

PRJ: H	Client ID Report a unique identifier to each client (investee/borrower). The Client ID is used to track the investee/borrower across Projects and reporting periods.	
	Excel Data Format	Text (20 character limit)

PRJ: I	QLICI Type Report whether the QLICI is an investment in another CDE or a QALICB. Report Non-profit businesses (except CDEs) as QALICBs. Report advance purchases as QALICBs. <ul style="list-style-type: none"> • <i>Exclude</i> Loan purchases (except Advance Purchases) from the TLR. • <i>Exclude</i> Financial Counseling and Other Services (FCOS) from the TLR. 		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values	CDE	CDE
		QALICB	QALICB

PRJ: J	Investee Type Report whether the Project is an investment in a business (QALICB) or another CDE. Report Non-profit businesses (except CDEs) as businesses. Report advance purchases as businesses. <ul style="list-style-type: none"> • <i>Exclude</i> Loan purchases (except Advance Purchases) from the TLR. • <i>Exclude</i> Financial Counseling and Other Services (FCOS) from the TLR. 		
	MANDATORY DATA FIELD		
	Crosswalk Values	BUS	Business
		CDE	CDE

PRJ: K	Investee TIN If the Project is an investment in another CDE, report the Tax Identification Number (TIN) of the CDE investee/borrower.	
	CONDITIONALLY REQUIRED IF:	QLICI Type = CDE
	Reject If:	QLICI Type = QALICB
	Crosswalk Values	Numeric

PRJ: L	Date Business Established If applicable, report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred.	
	Reject If:	Date Business Established >= Date Originated
	Excel Data Format	MM/DD/YYYY

PRJ: M	Entity Structure If applicable, report the investee's/borrower's business or government structure.		
	Crosswalk Values / Definitions	NONPROFIT	Non-Profit or Not-for-Profit <ul style="list-style-type: none"> Based on the IRS categorization for tax purposes.
		FORPROFIT	For-Profit <ul style="list-style-type: none"> Based on the IRS categorization for tax purposes.
		TRIBAL	Tribal or Village Government <ul style="list-style-type: none"> Entity is a tribal or village government, whether or not it has been federally recognized.
		OTHER	Other <ul style="list-style-type: none"> All other structures that do not fit the descriptions above, such as a government or quasi-government entity (i.e., a water authority).

PRJ: N	Minority Owned or Controlled Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities. <ul style="list-style-type: none"> If the business is a for-profit entity, report whether more than 50% of the owners are minorities. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are minorities (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a minority). 		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ: O	Women Owned or Controlled Report whether if the investee/borrower is more than 50% owned or controlled by women. <ul style="list-style-type: none"> • If the business is a for-profit entity, report whether more than 50% of its owners are women. • If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a woman). 		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ: P	Low-Income Owned or Controlled Report whether the investee/borrower is more than 50% owned or controlled be low-income persons. <ul style="list-style-type: none"> • If the business is a for-profit entity, report whether more than 50% of its owners are low-income persons. • If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are low income persons (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a low income person). 		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ: Q	Gender If applicable, report the gender of the primary investee(s)/borrower(s). <ul style="list-style-type: none"> • If there is more than one investee/borrower, select the gender of the primary investee/borrower. • If there is more than one primary investee/borrower, and at least one is male and one is female, report "Both." • If the investee/borrower is a corporation, report "Not Applicable." 		
	Crosswalk Values / Definitions	MALE	Male
		FEMALE	Female
		BOTH	Both
		NA	Not Applicable

PRJ: R	Race Report the race of the primary investee/borrower. <ul style="list-style-type: none"> • If there is more than one investee/borrower, select the race of the primary investee/borrower. • If there is more than one primary investee/borrower, select the race of one of them. • If the investee/borrower is of mixed race, report one of the races. • If the investee/borrower did not provide their race, report "Not Given." • If the investee/borrower is a corporation, report "Not Applicable." 		
	Crosswalk Values / Definitions	AMIND	American Indian
		ALASKAN	Alaska Native
		ASIAN	Asian
		BLACK	Black or African American
		HAWAIIAN	Native Hawaiian
		PACIFIC	Other Pacific Islander
		WHITE	White
		OTHER	Other

FY 2009 Allocatee Transaction Level Report: Data Point Guidance

		NG	Not Given
		NA	Not Applicable

PRJ: S	Hispanic Origin Report whether the primary investee/borrower is Hispanic or Latino. <ul style="list-style-type: none"> • If there is more than one investee/investee, respond for the primary investee/borrower. • If there is more than one primary investee/borrower, report whether any of the investee's/borrower's are Hispanic or Latino. • If the investee/borrower did not provide whether they are of Hispanic origin, report "Not Given." • If the investee/borrower is a corporation, report "Not Applicable." 		
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NG	Not Given
		NA	Not Applicable

PRJ: T	Credit Score If applicable, report the most recently collected credit score of the primary investee(s)/borrower(s). <ul style="list-style-type: none"> • If there is more than one investee/borrower, use the credit score of the primary investee/borrower. • If there is more than one primary investee/borrower, report the highest credit score. • Credit Score is not applicable if the borrower is a corporation. 		
	Validations:	Investee Type = Business	
	Excel Data Format	Numeric	

PRJ: U	DS/FCOS Hours of Assistance at Time of Investment Report the total cumulative hours of Financial Counseling and Other Services (FCOS) that the CDE provided to the investee/borrower from time of the initial intake until the origination of the Project.		
	Excel Data Format	Numeric	

PRJ: V	Business Description If applicable, report a brief description of the business financed. For example, "childcare center" or "grocery store."		
	CONDITIONALLY REQUIRED IF:		QLICI Type = QALICB
	COMPLIANCE		
	Excel Data Format		Text

PRJ: W	NAICS If applicable, report the 6-digit North American Industry Classifications (NAICS) Code. The NAICS code replaced the former Standard Industrial Classification (SIC) system and is used to report business revenue on the federal tax return. For additional information, see IRS Schedule C Form, question B or www.census.gov/epcd/www/naics.html .		
	Excel Data Format	Numeric	

Addresses

Address Guidance

Users must report one Investee Address and one or more Project Addresses. Users may provide the same address for the Investee Address and Project Address, if appropriate. Users will be prompted to enter a FIPS code for addresses that are not geocodable in CIIS.

- Investee Address/FIPS Code refers to the investee's/borrower's address. Investee Address is the business address when the borrower is a business.
- Project Address/FIPS Code refers to the location of the business or other real estate for which the loan or investment is being used. For business investees/borrowers, if the Project Address is different from the Investee Address please provide the Project address. If the loan or investment is funding multiple projects at different locations please provide the address of each location.
- FIPS Code refers to the 11-digit Federal Information Processing Standards codes that indicate state (first 2 digits), county (next 3 digits), and census tract (last 6 digits). FIPS codes must be provided if CIIS is unable to geocode an address. For additional information about FIPS codes, visit www.census.gov/geo/www/fips/fips.html.

CDE Project Address Guidance

Business Loans/Investments with More than One Project Address

- If the investee/borrower qualifies as a QALICB, the user should provide only one Project Address that represents the borrower's address.
- If the borrower/investee does not qualify as a QALICB, but elects to satisfy the QALICB requirements utilizing the "Portions of Business" rule under the IRS regulations, the user should provide a Project Address for each business location financed by the loan(s) or investment(s). Please refer to the IRS regulations for guidance on qualifying businesses as QALICBs under the "Portions of Business" rule.

Real Estate Loans/Investments with More than One Project Address

- If the project site or sites include multiple buildings or addresses that are contained within a single census tract, the user should provide one Project Address for the development.
- If the project site or sites are not completely contained within a single census tract, the user should provide one Project Address for each census tract financed by the loan(s) or investment(s).

During the TLR address verification process, CIIS will attempt to geocode each address (identify the location on a digital map). CIIS will notify the user of each transaction address that the system was not able to geocode, if any.

- CIIS cannot geocode post office box (PO Box) or rural route (RR) street addresses.
- CIIS cannot geocode rural or "new" addresses that are not available in the geocoding database.

The Fund recommends that organizations confirm that all addresses are geocodable in CIMS (the Fund's CDFI Information and Mapping System) prior to reporting in CIIS.

This extra step will save the organization time and effort in the reporting process. CIMS is available through the "Mapping" link in your organization's myCDFIFund account. For more information about CIMS, please visit www.cdfi.treas.gov/mapping.

If you receive an address verification error in CIIS:

1. Correct errors in the Address – CIIS will allow the User to “Update” the transaction and provide a corrected address.

- Check the address for typos. Make sure that the spellings are correct and remove any uncommon abbreviations.
- Please make sure that you have entered the correct address. If necessary, review the loan/investment documentation or contact the borrower.

2. Enter a FIPS Code

- If you are unable to provide a geocodable address, CIIS will require Users to enter a FIPS Code.
 - Manual Entry / Excel / XML Entry
 - Users must provide an address, validate, and receive a geocoding error before CIIS will provide a field for FIPS code. **NOTE:** A FIPS Code can only be provided by updating your transaction(s) ONLINE.
- There is no FIPS field in the Excel Template or XML schema.
- Users must provide both an address and a FIPS code for un-geocodable addresses using the manual entry.

The 11-Digit FIPS

CIIS collects an 11-digit FIPS:

- **State:** The **first two digits** of the FIPS represent the state.
 - A list of state codes is available at: www.census.gov/geo/www/cenpop/statecenters.txt
- **County:** The next **three digits** of the FIPS represent the county.
 - A list of county codes available at: www.census.gov/geo/www/cenpop/county/ctyctrpg.html
- **Tract:** The last **six digits** of the FIPS represent the census tract.
 - The directions below provide one option for identifying the census tract using the U.S. Census Bureau's website.
 - If only four digits are provided for the census tract code, add two zeros after the tract number.
 - If only three digits are provided for the census tract code, add one zero before the tract number and two zeros after.
 - If only two digits are provided for the census tract code, add two zeros before the tract number and two zeros after.

How to Obtain a Census Tract for the FIPS Code

The Fund offers the following suggestion for obtaining a FIPS for addresses that cannot be geocoded in CIIS:

- Visit the U.S. Census Bureau's website at www.census.gov.
- Select “American Fact Finder” from the left column of the Census Bureau's Homepage.
- Select the “street address” hyperlink from the left column under “Address Search...”
- Enter the specific address and click the “Go” button.
 - If the census is unable to geocode the address, you will need to enter the address of a nearby site.
 - Continue to enter nearby addresses until the Census website is able to geocode the address.
- Select “Census Tract” from the list of geographic options and click the “Map It” button.
- Use the map provided to “eyeball” the desired location and census tract.
- Please print out a copy of the map for future reference.

Project Data Points: Investee Address

ADD: B	Investee Street Address Line 1 Report the first line of the investee's street address.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Validations:	No Post Office Boxes or Rural Routes.
	Excel Data Format	Text

ADD: C	Investee Street Address Line 2 Report the second line of the investee's street address, if necessary.	
	Validations:	No Post Office Boxes or Rural Routes.
	Excel Data Format	Text

ADD: D	Investee City Report the investee's city.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

ADD: E	Investee State Report the investee's two letter state abbreviation.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

ADD: F	Investee Zip Code 5 Report the investee's five digit zip code.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Numeric

ADD: G	Investee Zip Code+4 Report the investee's four digit zip code extension. To look up the four digit extension for any United States address, see the "Zip Code Lookup" function at www.usps.gov .	
	Excel Data Format	Numeric

	Investee FIPS Code Report the investee's 11-digit FIPS code.	
	CONDITIONALLY REQUIRED IF:	CIIS is not able to geocode Investee Address.
	COMPLIANCE	
	Excel Data Format	Numeric

Project Data Points: Project Address

ADD: H	Project Street Address Line 1 Report the first line of the project's street address.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Validations:	No Post Office Boxes or Rural Routes.
	Excel Data Format	Text

ADD: I	Project Street Address Line 2 Report the second line of the project's street address, if necessary.	
	Validations:	No Post Office Boxes or Rural Routes.
	Excel Data Format	Text

ADD: J	Project City Report the project's city.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

ADD: K	Project State Report the project's two letter state abbreviation.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

ADD: L	Project Zip Code 5 Report the project's five digit zip code.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Numeric

ADD: M	Project Zip Code+4 Report the project's four digit zip code extension. To look up the four digit extension for any United States address, see the "Zip Code Lookup" function at www.usps.gov .	
	Excel Data Format	Numeric

	Project FIPS Code Report the project's 11-digit FIPS code.	
	CONDITIONALLY REQUIRED IF:	CIIS is not able to geocode Project Address.
	COMPLIANCE	
	Excel Data Format	Numeric

Project Data Points: Outcomes

PRJ: X	Annual Gross Revenue from Business Operations At Time of Loan/Investment For business Projects, report the investee's/borrower's annual gross revenue during the most recent 12-month period prior to Project origination for which the information is available. <ul style="list-style-type: none"> If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report the revenue of the parent business. 	
	Excel Data Format	Numeric

PRJ: Y	Annual Gross Revenue from Business Operations Reported During the Reporting Period For business Projects, report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available. <ul style="list-style-type: none"> If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report revenue for the parent business 	
	Annual Update Required	
	Excel Data Format	Numeric

PRJ: Z	Jobs at Time of Loan/Investment For business Projects, report the number of full-time equivalent (FTE) jobs in the business at the time the Project was originated. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. Example: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). <ul style="list-style-type: none"> Exclude construction jobs. If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business. 	
	CONDITIONALLY REQUIRED IF:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Reject If:	Purpose = Real Estate
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

PRJ:	Jobs at Reporting Period End	
AA	<p>For business Projects, report the number of full-time equivalent (FTE) jobs in the business at the reporting period end. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined.</p> <p><i>Example:</i> 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours).</p> <ul style="list-style-type: none"> Exclude construction jobs. If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business. 	
	CONDITIONALLY REQUIRED IF:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Reject If:	Purpose = Real Estate
	Annual Update Required	
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

PRJ:	Projected Jobs to Be Created at Businesses Financed	
AB	<p>For business Projects, report the number of full-time equivalent (FTE) jobs projected to be created in the business due to this financing. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined.</p> <p><i>Example:</i> 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours).</p> <ul style="list-style-type: none"> Exclude construction jobs. 	
	CONDITIONALLY REQUIRED IF:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Reject If:	Purpose = Real Estate
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ:	Projected Jobs to Be Created - Construction	
AC	<p>For real estate Projects, report the number of construction jobs projected to be created in the due to this financing.</p>	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ: AD	Projected Jobs to Be Created at Tenant Businesses For real estate Projects, report the number of full-time equivalent (FTE) jobs projected to be created in business located at the property financed. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. <i>Example:</i> 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). <ul style="list-style-type: none"> Exclude construction jobs. 	
	Reject If:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ: AE	Square Feet of Real Estate - Total For real estate Projects, report the total number of square feet that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	$\text{Square Feet of Real Estate - Total} \geq (\text{Square Feet of Real Estate - Manufacturing}) + (\text{Square Feet of Real Estate - Office}) + (\text{Square Feet of Real Estate - Retail})$
	Reject If:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ: AF	Square Feet of Real Estate - Manufacturing For real estate Projects, report the number of square feet of manufacturing space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ: AG	Square Feet of Real Estate - Office For real estate Projects, report the number of square feet of office space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = <ul style="list-style-type: none"> Business Microenterprise
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ:	Square Feet of Real Estate – Retail	
AH	For real estate Projects, report the number of square feet of retail space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = <ul style="list-style-type: none"> • Business • Microenterprise
	Excel Data Format	Number, “Don’t Know”, or Not Applicable

PRJ:	Asking Rent per Square Foot	
AI	For real estate Projects, report the proposed average asking rent per square foot per month for any commercial space funded by the CDE.	
	Validations:	Purpose = Real Estate
	Excel Data Format	Number or Don’t Know

PRJ:	Housing Units - Sale	
AJ	For real estate Projects, report the number of for-sale housing units to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	<ul style="list-style-type: none"> • Purpose = Real Estate • Housing Units – Sale >= Affordable Housing Units – Sale
	Excel Data Format	Number, “Don’t Know”, or Not Applicable

PRJ:	Housing Units - Rental	
AK	For real estate projects, report the number of rental housing units to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	<ul style="list-style-type: none"> • Purpose = Real Estate • Housing Units – Rental >= Affordable Housing Units – Rental
	Excel Data Format	Number, “Don’t Know”, or Not Applicable

PRJ:	Affordable Housing Units – Sale	
AL	Of the total Housing Units – Sale to be rehabilitated, constructed, or acquired with funding from this transaction, report the number that are projected to be affordable housing units.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	<ul style="list-style-type: none"> • Purpose = Real Estate
	Excel Data Format	Number, “Don’t Know”, or Not Applicable

PRJ:	Affordable Housing Units - Rental		
AM	Of the total Housing Units – Rental to be rehabilitated, constructed, or acquired with funding from this transaction, report the number that are projected to be affordable housing units.		
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate	
	Validations:	<ul style="list-style-type: none"> Purpose = Real Estate 	
	Excel Data Format	Number, "Don't Know", or Not Applicable	

PRJ:	Community Facility		
AN	Report whether the project financed is a community facility. If the project is a community facility, CIIS requires the user to provide a numeric response greater than zero or "Don't Know" to at least one of the Community Facility Capacity data points that follow.		
	Validations:	Purpose = Real Estate	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
	Excel Data Format	Don't Know	

PRJ:	Capacity of Educational Community Facility		
AO	If the project financed includes an educational facility, report the number of student seats available in the school.		
	CONDITIONALLY REQUIRED IF:	<ul style="list-style-type: none"> Community Facility = YES AND None of the other Capacity of Community Facility data contain a numeric response or "Don't Know" 	
	Excel Data Format	Number, "Don't Know", or Not Applicable	

PRJ:	Capacity of Childcare Community Facility		
AP	If the project financed includes a childcare facility, report the number of childcare slots available in the facility.		
	CONDITIONALLY REQUIRED IF:	<ul style="list-style-type: none"> Community Facility = YES AND None of the other Capacity of Community Facility data contain a numeric response or "Don't Know" 	
	Excel Data Format	Number, "Don't Know", or Not Applicable	

PRJ:	Capacity of Healthcare Community Facility		
AQ	If the project financed includes a healthcare facility, report the projected number of patients served per year.		
	CONDITIONALLY REQUIRED IF:	<ul style="list-style-type: none"> Community Facility = YES AND None of the other Capacity of Community Facility data contain a numeric response or "Don't Know" 	
	Excel Data Format	Number, "Don't Know", or Not Applicable	

PRJ:	Capacity of Arts Center Community Facility	
AR	If the project financed includes an arts center, report the capacity of the arts center. <i>Example:</i> If the project is a theater, report the seating capacity	
	CONDITIONALLY REQUIRED IF:	<ul style="list-style-type: none"> Community Facility = YES AND None of the other Capacity of Community Facility data contain a numeric response or "Don't Know"
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ:	Capacity of Other Community Facility	
AS	If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the capacity related to that other purpose.	
	CONDITIONALLY REQUIRED IF:	<ul style="list-style-type: none"> Community Facility = YES AND None of the other Capacity of Community Facility data contain a numeric response or "Don't Know"
	Excel Data Format	Number, "Don't Know", or Not Applicable

PRJ:	DS/FCOS Hours of Assistance Provided During the Reporting Period	
AT	Report the total number of hours of Financial Counseling and Other Services (FCOS) that the CDE provided to the investee/borrower during the reporting period. • If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.	
	Excel Data Format	Numeric

PRJ:	Other Impact (1) - Explain	
AU	If the Organization measures a community development impact(s) that is not covered above, Users may report this as an "Other Impact." Include only quantitative impacts that the CDE has measured during the reporting period.	
	Excel Data Format	Text

PRJ:	Other Impact (1) - Number of Units	
AV	If the Organization reported an Other Impact (1) - Explain, report the number of units accomplished for this impact during the reporting period.	
	CONDITIONALLY REQUIRED IF:	Other Impact (1) - Explain reported.
	Excel Data Format	Numeric

PRJ:	Other Impact (2) - Explain	
AW	If the Organization measures a community development impact(s) that is not covered above, Users may report this as an "Other Impact." Include only quantitative impacts that the CDE has measured during the reporting period.	
	Excel Data Format	Text

PRJ:	Other Impact (2) - Number of Units	
AX	If the Organization reported an Other Impact (2) - Explain, report the number of units accomplished for this impact during the reporting period.	
	CONDITIONALLY REQUIRED IF:	Other Impact (2) - Explain reported.
	Excel Data Format	Numeric

Project Data Points: NMTC Program Criteria

PRJ:	Investor TIN	
AY	Report the Tax Identification Number (TIN) of the CDE that originated the Project. "Investor" does not refer to the QEI investor or the upper tier of a leverage structure.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Numeric

PRJ: AZ	QALICB Type QALICB Type describes the investee/borrower. QALICB Type is used to determine an Allocatee's compliance with the type of lending/investing described in the Allocation Agreement. QALICB Type does not describe the purpose of the loan(s)/investment(s). Nor does it refer to the type of collateral securing a loan. (See "Purpose" and "Collateral Type" data points.) Real Estate QALICB – The investee/borrower is a real estate developer (e.g., a real estate partnership) or entity whose primary business is the development of real estate. Non-Real Estate QALICB - The investee/borrower is an operating business (e.g., with sales, revenues, customers, etc.) whose primary business is not real estate development. User Discretion: If the investee/borrower QALICB is a Single Purpose Entity (SPE) created by an operating business for the purpose of leasing back property to that operating business, and the operating business is itself a QALICB, the user may select either Non-Real Estate QALICB or Real Estate QALICB keeping in mind the Allocatee's approved QLICB Types as stated in Section 3.2 of its allocation agreement. Please note: Regardless of how the user classifies the investee/borrower, unless otherwise noted, CIIS data points refer to the operating business. The reason is that the financing is intended to support the operating business, not the SPE.		
	CONDITIONALLY REQUIRED IF:	QLICB Type = QALICB	
	COMPLIANCE		
	Crosswalk Values / Definitions	RE	Real Estate <ul style="list-style-type: none">Borrower/investee is primarily engaged in the development, construction, management, and/or financing of real estate projects.
		NRE	Non-Real Estate <ul style="list-style-type: none">Borrower/investee business does not fit the Real Estate description above, regardless of how the business intends to

			use the proceeds of the transaction (i.e., business intends to use any real estate owned as collateral for a business loan).
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PRJ:	NMTC Eligibility Criteria		
BA	Report which geographic criteria qualifies this transaction as a NMTC eligible transaction. If you select "Census 1990", the transaction must have been closed by a specific date outlined in section 3.2 of the Allocation Agreement.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	CENSUS1990	1990 Census
		CENSUS2000	2000 Census
		TARGETAREA	CDFI Fund Approved Target Area or Other Area
		TARGETPOP	Targeted populations
		TRACTS	Tracts with low population
		HIGHMIGRATION	High migration rural county

PRJ:	1990 FIPS Code	
BB	If the Organization used the 1990 Census to qualify this transaction as a NMTC eligible transaction, report the 11-digit FIPS code that identifies the correct 1990 census tract.	
	CONDITIONALLY REQUIRED IF:	NMTC Eligibility Criteria = 1990 Census
	COMPLIANCE	
	Reject If:	NMTC Eligibility Criteria NOT = 1990 Census
	Excel Data Format	Text

PRJ:	Related Entity		
BC	In accordance with section 3.2 of the Allocation Agreement, report "Yes" if the investee (entity receiving the financing) is a related entity. For more information on related entities, see the IRS regulations or the NMTC Allocation Application Q & A Document on the Fund's website. CDE Allocatees should refer to IRC § 267(b) and 707(b)(1) and consult their own tax advisors for more information about the definition of a related entity.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

Project Data Points: Better Rates & Terms

PRJ:	Below Market Interest Rate (Project)		
BD	Report whether the Project had a below market interest rate at the end of the reporting period. <ul style="list-style-type: none"> In previous versions of CIIS, "Below Market Interest Rate" was collected on the Financial Note-level only. 		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ: BE	Blended Interest Rate	
	If the Financial Note(s) in the Project include one or more loans, report the blended interest rate in effect at the reporting period end. When calculating the blended interest rate, users may treat equity investments as 0% interest loans. If the Project was paid off during the reporting period, report the interest rate at the time of the pay off. <ul style="list-style-type: none">• If you provide a blended interest rate, please be prepared to provide the Fund with documentation regarding how the blended interest rate was calculated. Enter the percentage as a whole number (e.g. if the Blended Interest Rate is 2.0%, enter “2.0”).	
	CONDITIONALLY REQUIRED IF:	Below Market Interest Rate (Project) = YES
	Annual Update Required	
	Excel Data Format	Numeric (3 decimal places)

PRJ:	Comparable Blended Interest Rate	
BF	If the Project has a below market interest rate, report the comparable market rate at the end of the reporting period that the Allocatee used as a benchmark to determine that the Project has a below market interest rate. Enter the percentage as a whole number (e.g. if the Comparable Blended Interest Rate is 2.0%, enter “2.0”).	
	CONDITIONALLY REQUIRED IF:	Below Market Interest Rate (Project) = YES
	Annual Update Required	
	Excel Data Format	Numeric (3 decimal places)

PRJ:	What is Blended Interest Rate Comparable?		
BG	If the Project has a Below Market Interest Rate, report the Blended Interest Rate Comparable.		
	CONDITIONALLY REQUIRED IF:	Below Market Interest Rate (Project) = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

PRJ: BH	Blended Interest Rate Comparable Other If What is Blended Interest Rate Comparable? = Other, enter the Blended Interest Rate Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Blended Interest Rate Comparable? = Other	
	Excel Data Format	Text	

PRJ: BI	Lower than Standard Origination Fees (Project) In accordance with Section 3.2 of the Allocation Agreement, report whether the Project has lower than standard origination fees. <ul style="list-style-type: none"> In previous versions of CIIS, "Lower than Standard Origination Fees" was collected on the Financial Note-level only 		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ: BJ	Standard Origination Fees (Project) If the Project has lower than standard origination fees, report the comparable market origination fees that the Allocatee used as a benchmark to determine that the Project has lower than standard origination fees.		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Origination Fees (Project) = YES	
	Excel Data Format	Numeric	

PRJ: BK	What is Standard Origination Fees (Project) Comparable? If the Project has a Lower than Standard Origination Fees, report the Standard Origination Fees Comparable.		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Origination Fees (Project) = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

PRJ: BL	Standard Origination Fees (Project) Comparable Other If What is Standard Origination Fees (Project) Comparable? = Other, enter the Standard Origination Fees Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Standard Origination Fees (Project) Comparable? = Other	
	Excel Data Format	Text	

PRJ:	Higher than Standard Loan to Value Ratio		
BM	In accordance with Section 3.2 of the Allocation Agreement, report whether the Project has a higher than standard loan to value ratio.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ:	Standard Loan-to-Value Ratio		
BN	If the Project has a higher than standard loan to value ratio, report the comparable market loan to value ratio that the Allocatee used as a benchmark to determine that the Project has a higher than standard loan to value ratio. <ul style="list-style-type: none"> Enter the percentage as a whole number (e.g. if the LTV is 125%, enter "125.") 		
	CONDITIONALLY REQUIRED IF:	Higher than Standard Loan to Value Ratio = YES	
	Excel Data Format	Numeric (3 decimal places)	

PRJ:	What is Standard Loan-to-Value Ratio Comparable?		
BO	If the Project has a Higher than Standard Loan-to-Value Ratio, report the Standard Loan-to-Value Ratio Comparable.		
	CONDITIONALLY REQUIRED IF:	Higher than Standard Loan-to-Value Ratio = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

PRJ:	Standard Loan-to-Value Ratio Comparable Other		
BP	If What is Standard Loan-to-Value Ratio Comparable? = Other, enter the Standard Loan-to-Value Ratio Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Standard Loan-to-Value Ratio Comparable? = Other	
	Excel Data Format	Text	

PRJ:	More Flexible Borrower Credit Standards		
BQ	In accordance with Section 3.2 of the Allocation Agreement, report whether the Project has more flexible borrower credit standards.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ:	Lower than Standard Debt Service Coverage Ratio		
BR	In accordance with Section 3.2 of the Allocation Agreement, report whether the Project has a lower than standard debt service coverage ratio.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ:	Standard Debt Service Coverage Ratio		
BS	If the Project has a lower than standard debt service coverage ratio, report the comparable market debt service coverage ratio that the Allocatee used as a benchmark to determine that the Project has a lower than standard debt service coverage ratio. <ul style="list-style-type: none"> Enter the percentage as a whole number (e.g. if the DSC is 100%, enter "100.") 		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Debt Service Coverage Ratio = YES	
	Excel Data Format	Numeric (3 decimal places)	

PRJ:	What is Standard Debt Service Coverage Ratio Comparable?		
BT	If the Project has a Lower than Standard Debt Service Coverage Ratio, report the Standard Debt Service Coverage Ratio Comparable.		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Debt Service Coverage Ratio = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

PRJ:	Standard Debt Service Coverage Ratio Comparable Other		
BU	If What is Standard Debt Service Coverage Ratio Comparable? = Other, enter the Standard Debt Service Coverage Ratio Comparable.		
	CONDITIONALLY REQUIRED IF:	What is Standard Debt Service Coverage Ratio Comparable? = Other	
	Excel Data Format	Text	

PRJ:	Lower than Standard Loan Loss Reserve Requirement		
BV	In accordance with Section 3.2 of the Allocation Agreement, report whether the Project has a lower than standard loan loss reserve requirement.		
	MANDATORY DATA FIELD		
	COMPLIANCE		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ:	Standard Loan Loss Reserve Requirement	
BW	If the Project has a lower than standard loan loss reserve requirement, report the comparable market loan loss reserve requirement that the Allocatee used as a benchmark to determine that the Project has a lower than standard loan loss reserve requirement. <ul style="list-style-type: none"> Enter the percentage as a whole number (e.g. if the LLR requirement is 5%, enter "5.") 	
	CONDITIONALLY REQUIRED IF:	Lower than Standard Loan Loss Reserve Requirement = YES
	Excel Data Format	Numeric

PRJ:	What is Standard Loan Loss Reserve Requirement Comparable?		
BX	If the Project has a Lower than Standard Loan Loss Reserve Requirement, report the Standard Loan Loss Reserve Requirement Comparable.		
	CONDITIONALLY REQUIRED IF:	Lower than Standard Loan Loss Reserve Requirement = Yes and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONNMTC	CDE's Non-NMTC Transaction
		PARENT	CDE's Parent/Affiliate
		BANKS	Banks
		OTHER	Other

PRJ:	Standard Loan Loss Reserve Requirement Comparable Other	
BY	If What is Standard Loan Loss Reserve Requirement Comparable? = Other, enter the Standard Loan Loss Reserve Requirement Comparable.	
	CONDITIONALLY REQUIRED IF:	What is Standard Loan Loss Reserve Requirement Comparable? = Other
	Excel Data Format	Text

Project Data Points: Areas of Higher Distress

PRJ:	Areas of Higher Distress – Standard List
	In accordance with Section 3.2 of the Allocation Agreement, report "Yes" or "No" for each of the following:
	MANDATORY DATA FIELD
	COMPLIANCE
BZ	Poverty Rates Greater than 25% but less than or equal to 30%
CA	Poverty Rates Greater than 30%
CB	If located within a non-Metropolitan Area, median family income does not exceed 60 percent of statewide median family income or if located within a Metropolitan Area, median family income does not exceed 60 percent of the greater of statewide median family income or the Metropolitan Area median family income.
CC	If located within a non-Metropolitan Area, median family income equal to 70 percent but greater than 60 percent of statewide median family income or if located within a Metropolitan Area, median family income equal to 70 percent but greater than 60 percent of the greater of statewide median family income or the Metropolitan Area median family income.

CD	Unemployment Rates equal to 1.25 but less than 1.50 Times the National Average		
CE	Unemployment Rates at Least 1.5 Times the National Average		
CF	Designated for redevelopment by a governmental agency;		
CG	Federally designated Empowerment Zones, Enterprise Communities, or Renewal Communities.		
CH	<p>U.S. Small Business Administration (SBA) designated HUB Zones, to the extent that the QLICs will support businesses that obtain HUB Zone certification from the SBA; (* See note below for clarification).</p> <ul style="list-style-type: none"> • <u>Round 1 and Round 2 Allocatees</u> - For a project to qualify as an eligible AHD under this criteria, the project must only be located in a SBA designated HUB Zone. • <u>Round 3, Allocatees and all Allocatees Thereafter</u> - For a project to qualify as an eligible AHD under this criteria, the project must be located in a SBA designated HUB Zone and the QLICs support businesses that obtain HUB Zone certification from the SBA. 		
CI	Federally designated as Native American or Alaskan Native areas, Hawaiian Homelands, or redevelopment areas by the appropriate Tribal or other authority.		
CJ	Federally designated Brownfields redevelopment areas.		
CK	Encompassed by a HOPE VI redevelopment plan.		
CL	Located in a Hot Zone (defined as geographic areas designated by the Fund as having greater levels of economic distress).		
CM	Areas designated as distressed by the Appalachian Regional Commission or Delta Regional Authority.		
CN	Colonias areas as designated by the U.S. Department of Housing and Urban Development.		
CO	Federally designated medically underserved areas, to the extent that QLICI activities will support health related services.		
CP	State or local tax-increment financing districts, enterprise zone programs, or other similar state/local programs targeted towards particularly economically distressed communities.		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

PRJ:	Areas of Higher Distress – Standard List	
	In accordance with Section 3.2 of the Allocation Agreement, report "YES", "NO", or "NA" for each of the following:	
	MANDATORY DATA FIELD	
	COMPLIANCE	
CQ	High Migration Rural County	
CR	Non-Metropolitan Census Tract	
CS NEW	Counties for which the Federal Emergency Management Agency (FEMA) has (a) issued a "major disaster declaration" since July 15, 2005; and (b) made a determination that such County is eligible for both "individual and public assistance;" provided that, for areas not located within the GO Zone, the initial project investment was made within 24 months of the disaster declaration.	
CT NEW	Businesses certified by the Department of Commerce as eligible for assistance under the Trade Adjustment Assistance for Firms (TAA) Program	
	Excel Data Options	YES
		NO
		NA

PRJ:	Areas of Higher Distress – Other	
CU	In accordance with Section 3.2 of the Allocation Agreement, report any responses applicable to the transaction in the same text as appears in the Allocation Agreement. In addition to the Standard List outlined above, some Allocatees may have additional targeted areas approved in their Allocation Agreement.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text